

## DISTRICT FBLA LEAD CHAPTER RESPONSIBILITIES

The district lead chapter coordinates the planned activities for the year for its district. The major responsibility is that of organizing and serving as host of the district conference held in February or March.

A lead chapter may also serve as the home chapter of the FBLA member who has been designated as a member of the state executive council who will represent that district in state chapter activities.

Districts have self-determination for selecting a person to represent the district on the state executive council. Some districts authorize the district president to serve as the council member. Other districts choose a person other than the district president to represent them.

Lead chapters are responsible for the following activities:

- Be responsible to see that their district's council member on the state executive council attends the state chapter's council meeting usually held in the summer.
- Initiate a district planning meeting in September.
- Inform chapters within their district of state chapter activities.
- Inform the state chapter of district activities.
- Install or reactivate new chapters in the district when possible or where requested.
- Organize and coordinate the district conference, including the copying of tests for DLC.
- Be responsible for the participation of the state executive council member in the state leadership conference.

### Fall Planning Meeting

The lead chapter will host the planning meeting usually held in September. The district president will have the duty of presiding. Local chapter advisers and at least one local chapter member should attend the district planning meeting. However, any FBLA officer or member may attend. Potential local chapter advisers and members may be invited to attend.

The agenda for the planning meeting may include the following information:

1. Report of the summer FBLA State Executive Council Meeting.
2. Discuss potential FBLA chapters in the district and **assign a mentor chapter to each potential chapter**. (Someone they can call, conduct installation, ask questions, etc.)
3. Make plans for the district conference.
  - a. Determine conference date, time and site--Select a date early, put date on school calendar, inform chapters in your district of date (Early)
  - b. Determine how many local chapter members may participate in each competitive event at the conference at the fall planning meeting

- c. Designate conference responsibilities (supervise events, contact judges, workshop presenters, food preparations, etc.). Be sure to include your district officers and other advisers in your district when assigning responsibilities.
  - d. Determine the awards to be given--order, etc.
  - e. Decide on additional activities (informative program, entertainment, campaign and elections, meals, etc.)
  - f. Set conference registration fee (if one is desired)
4. Plan other district activities for the year.
5. **Send minutes of meeting to chapters who were unable to attend.** (District secretary)
6. Correspond with district chapters throughout the year.

### District Conference

The district conference should be held early enough before the state conference so that adequate time will be allowed to prepare for attendance at the state conference. February 9 through March 8, 2008, have been approved by the state chapter for district conferences to be held throughout the state.

A place with adequate facilities should be chosen as the site for the conference.

The district conference should accomplish the following goals:

- Involve a maximum number of local chapter members and advisers in an efficient and creative manner in planning and coordinating the conference.
- Allow members to handle leadership roles during the planning of the conference and the day of conference.
- Develop cooperative relations between chapters.
- Discover potential leadership for the chapter.
- Publicize FBLA through the use of the news media and representatives of the business world.
- Recognize chapter members for meritorious service, outstanding activities, and event participation.
- Identify district representatives for competitive events at the state conference.

Local chapters should be encouraged to have each member who attends the district conference assigned at least one activity, such as: running for an office, campaigning, voting, competitive event, entertainment, clerical duty, program, timer for events, registration, etc.